



# EMPLOYMENT OPPORTUNITY

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Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturl.gov](http://www.decaturl.gov)  
*An Equal Opportunity Employer*

2/5/12

## DIRECTOR OF FINANCIAL MANAGEMENT

**BEGINNING SALARY:** \$74,700 - \$98,050 Annually, with growth potential to \$121,400 DOQ

**APPLICATION DEADLINE:** Open until filled

**SCOPE OF WORK:** Directs, manages, plans, tracks and reports the fiscal affairs of the City to include directing and controlling all finance department activities; manages all fiscal affairs of the City including all accounting, risk management, auditing, and financial reporting; plans, directs, controls and evaluates the activities of the Financial Management Department; coordinates the preparation of the Comprehensive Annual Financial Report in accordance with governmental GAAP and all GASB pronouncements; coordinates the preparation and administration of the annual budget and actively participates in policy making decisions relative to resource/program allocation; prepares long-range financial planning forecasts for all funds of the City including all revenue and expenditures; manages the central procurement of all needed goods and services for all departments of the City through the centralized purchasing function; coordinates the issuance of all long term debt, and overall debt administration; develops investment policies and manages the day-to-day investments of all city funds; prepares the annual property tax levies and monitors their implementation and collection to comply with all local laws and state statutes; demonstrate familiarization with state of the art customer service technological application including on line bill payment processes and the acceptance of credit cards; and performs other related work as required by the City Manager or the nature of the position.

**REQUIRED KNOWLEDGE AND SKILLS:** Thorough knowledge of financial automation systems, purchasing and treasury management; municipal accounting, financial and budgetary practices, procedures and guidelines; and a thorough knowledge of charter provisions, laws and ordinances governing municipal accounting, debt and revenue administration. Knowledgeable and current on methods for economic development financing, including but not limited to Tax Increment Financing. Skill in planning, directing, controlling and evaluating subordinates' work. Skill in communicating clearly and effectively, both orally and in writing. Skill in preparing fiscal reports and maintaining records.

**QUALIFICATIONS:** Bachelor's degree in Finance, Public Policy, Public Administration, Accounting, Business or related field. A Master's degree in any of these disciplines is highly desired. CPA or CPFO is a plus. Candidates must have 7-10 years increasingly responsible experience in executive-level financial administration in the public sector or a field related to the public sector. The successful candidate will be a highly collaborative, experienced executive with a proven track record in progressive fiscal management, with the ability to work closely with elected and appointed officials as well as with other department heads on the City's financial strategies.

**BENEFITS:** Include paid sick, vacation and holiday leave; Illinois Municipal Retirement Fund participation; health and life insurance; and optional dental insurance and deferred compensation.

**RESIDENCY:** Residency within the corporate limits of the City of Decatur must be established within twelve (12) months of appointment.

This position reports to the City Manager.

**APPLY:** Visit our website at [www.decaturil.gov](http://www.decaturil.gov) for an application. Qualified individuals should send the completed application, a resume, cover letter and salary history to the address below.

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**AA/EOE**